

**APPROVED**

**Minutes  
County Road Administration Board  
April 29-30, 2004  
CRAB Office – Olympia, Washington**

**Members Present:** Asotin County Commissioner Don Scheibe, Vice-Chair  
Kitsap County Commissioner Patty Lent  
Garfield County Commissioner Dean Burton  
Walla Walla County Commissioner Dave Carey  
Clark County Commissioner Judie Stanton  
Jim Whitbread, Stevens County Engineer  
Robert Breshears, Lincoln County Engineer

**Members Absent:** Grant County Commissioner Tim Snead, Chair

**Staff Present:** Jay Weber, Executive Director  
Walt Olsen, Deputy Director  
Steve Hillesland, Assistant Director  
Karen Pendleton, Executive Assistant  
Randy Hart, Grant Programs Manager  
Al King, Intergovernmental Policy Manager  
Larry Pearson, Maintenance Manager  
Don Zimmer, Inventory Systems Manager  
Rhonda Mayner, Secretary  
Susan Cruise, Legal Counsel

**Guests:** \*Tom Ballard, Pierce County  
\*Steve Dietrich, Attorney General  
\*Scott Merriman, WSAC  
\*Pete Ringen, Wahkiakum County  
\*\*Jennifer Ziegler, WA Transportation Commission  
\*April 29, 2004 only  
\*\*April 30, 2004 only

**CALL TO ORDER**

Vice-Chair Scheibe called the County Road Administration Board quarterly meeting to order at 1:00 PM on Thursday, April 29, 2004, at the CRAB Office in Olympia.

**VICE-CHAIR'S REPORT**

**Approve Agenda for the April 29-30, 2004 Meeting**

Commissioner Stanton moved and Commissioner Carey seconded to approve the agenda with no changes. **Motion carried.**

**Approve Minutes of January 15-16, 2004 CRABoard Meeting**

Commissioner Stanton moved and Commissioner Burton seconded to approve the minutes of the January 15-16, 2004 CRABoard meeting. **Motion carried.**

### **Awards of Appreciation**

Vice-Chair Scheibe and Mr. Weber presented awards of appreciation to Steve Dietrich, former CRAB legal counsel; and Tom Ballard, former CRABoard member.

## **DIRECTOR'S REPORT**

### **Introduction of Susan Cruise & Don Zimmer**

Mr. Weber introduced Susan Cruise, CRAB's new legal counsel, and Don Zimmer, Dave Whitcher's replacement.

### **CRABoard Positions – Terms Expire June 30, 2004**

Mr. Weber reviewed a letter to WSAC President Commissioner Carey announcing that the following CRABoard positions will expire June 30, 2004:

- Commissioner Carey representing a county with a population between 12,000 and 125,000
- Commissioner Burton representing a county with a population less than 12,000
- County Engineer Jim Whitbread representing a county with a population between 12,000 and 125,000

In addition, the WSACE President is soliciting interest for Tom Ballard's position representing a county with a population greater than 125,000.

Mr. Weber encouraged those Board members interested in reappointment to submit their letters of interest to President Carey as soon as possible.

### **WSACE County Engineer of the Year**

Mr. Weber reminded the Board that the Annual WSACE County Engineer of the Year awards nominations have been sent out and the Selection Committee will be meeting mid May to make a selection.

### **Current Budget Status**

Mr. Weber reviewed CRAB's current budget status through March 2004.

He noted that the budget shows extra money available, some of which is accounted for by the fact that we have two unfilled positions. One of the positions will be filled with a new hire in the IT Division and the other to hire back Dave Whitcher to work on a temporary basis with Mr. Zimmer to complete the Road Log.

Mr. Weber also noted that there is an overage in Goods and Services; this is due to the purchased services of Starling Consulting Inc. for their work on Mobility.

For this meeting, both an overview and a detailed budget analysis were presented to the Board. Mr. Weber asked the Board which they would prefer to see at future meetings; the consensus was to include both.

## DEPUTY DIRECTOR'S REPORT

### County Engineers/Public Works Directors

Mr. Olsen announced the following changes in status of County Engineers/PWD since January 2004:

Pierce County Engineer Tom Ballard announced his reassignment as Interim Assistant Public Works Director effective April 1, 2004. Brian Stacy, Pierce County Water Resources Engineer was appointed as County Engineer, effective April 1, 2004.

King County named Paulette Norman as County Road Engineer on March 24, 2004. The appointment was effective December 1, 2003.

Okanogan County Engineer Rob McGaughey was called to active military duty. Former CRAB Engineering Services Manager Reid Wheeler will serve as interim Public Works Director & County Engineer, effective April 13, 2004, until Mr. McGaughey returns.

NO OFFICIAL NOTIFICATION AS OF APRIL 27, 2004: (Mason County informed Engineer Jerry Hauth that his services were no longer required, effective April 26, 2004, and Bill Tabor, Assistant County Engineer, has been appointed as Interim County Engineer, effective April 26, 2004.)

### County Visits

Mr. Olsen noted that he and Mr. Weber have completed three Official County reviews since the January 2004 board meeting. Specifically:

County: Kittitas County  
 Date: 28 January 2004  
 Personnel in Attendance:  
 CRAB: Jay Weber, Walt Olsen  
 County: Paul Bennett, Commissioners Huston and Coe

County: Cowlitz County  
 Date: 22 March 2004  
 Personnel in Attendance:  
 CRAB: Jay Weber, Walt Olsen  
 County: Kent Cash and Staff

County: Wahkiakum County  
 Date: 29 March 2004  
 Personnel in Attendance:  
 CRAB: Jay Weber, Walt Olsen  
 County: Pete Ringen and Staff

### **State Auditor's Report**

CRAB has received two audit reports representing two counties since the January 2004 board meeting. Specifically:

Chelan County: SAO #66137, issued on February 20, 2004 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and issued two findings, none of which involved County Road Funds. The financial audit was issued earlier.

Yakima County: SAO #66221, issued on March 5, 2004 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and no findings were issued. The financial audit was issued earlier.

### **Activities**

Mr. Olsen reviewed a list of his activities since the January CRABoard meeting.

## **RAP BUSINESS**

### **Program Status Report**

Mr. Hart reported that the counties have completed almost 70% of the current RAP Projects. There is a \$29 million balance in the fund.

### **Regional Meeting Update**

Mr. Hart has completed his regional meetings. He reported that there is currently \$11 million in turn-back funds. *Mr. Whitbread suggested that if the November Property Tax Initiative passes, counties look at using these funds for 2R projects.* Mr. Hart reported that 164 projects are currently funded at \$105 million, with revenue committed through 2008. He commented on regional differences in the use of RAP funds previously used as matching funds for bridges; some areas still set aside 10% of their funds while others did not submit any bridges for funding in the next biennium.

### **Rural to Urban Reclassification**

Mr. King gave a brief update on rural to urban reclassifications. After Board discussion, Mr. Weber recommended that policy direction regarding roads that are designated urban after contracts have been executed be a discussion item on the July CRABoard agenda.

### **Resolution 2004-003 Apportionment of RATA Funds**

Resolves that the accrued amount of \$4,540,014 now credited to RATA be apportioned to the regions by the established 2003-2005 biennium regional percentages after setting aside \$136,200 (3%) for administration.

Commissioner Lent moved to approve Resolution 2004-003, Commissioner Burton seconded. **Motion carried.**

### **Resolution 2004-004 Allocate Estimated Revenues**

Resolves that CRAB approve fifteen projects in the five regions and allocate the remaining estimated 10% of the 2005-2007 biennium funds (\$3,750,000) to these

projects. Commissioner Carey moved to approve Resolution 2004-004, Commissioner Lent seconded. **Motion carried.**

#### **Wahkiakum County Scope Change**

Mr. Hart briefed the Board on the background of Wahkiakum County's Altoona-Pillar Rock Road RAP project. He introduced Pete Ringen, Wahkiakum County PWD/CE. Mr. Ringen discussed the Board's consideration in approval and described the road and its unique history. Mr. Hart concluded noting that in the event the project does not proceed to construction by December 1, 2006, RATA funding will be withdrawn by the CRABoard and the county will pay back all expended RATA funds for the Altoona Pillar Rock project. Mr. Whitbread moved to approve with staff conditions, Commissioner Stanton seconded. **Motion carried.**

**Mr. Weber asked that we change the agenda and move on to Item 7 after a short break. He stated that a representative from one of the counties faced with receiving a Conditional Certificate of Good Practice planned to address the Board, but had not yet arrived. He asked that Item 6 be moved to the end of the day's business. The Board concurred.**

### **STAFF REPORTS**

#### **Information Services**

Mr. Hillesland gave an update on the Mobility beta testing phase. This phase took about four weeks longer than planned due to extensive time to convert the data from CRIS to Mobility. Mr. Weber noted that Starling Consulting has done a great job of following our direction. On May 14-15, 2004 we will hold a Mobility training session here at the CRAB office for those counties ready for implementation. *Mr. Scheibe asked how many counties will ultimately use Mobility?* Mr. Hillesland replied all 39, although that may not occur for three or four years. The point was made that all 39 counties do use CRIS. Mr. Weber stated that CRAB staff does not have the capability to support both systems indefinitely.

Mr. Hillesland reported on the continued high interest in our Eagle Point training classes. Jim Ayres has completed this spring's training sessions here with 48 participants, and will be taking the training on the road to three counties in May.

#### **Intergovernmental Policy Manager**

Mr. King reported that he has talked with over 50 county individuals concerning many topics, including trip commute reduction, cost share roads, day labor issues, motorcycle signs, road vacations to a water body, and some citizen requests on grave asphalt and ferry rates in Skagit County. He reviewed projects and meetings he has attended. He mentioned the interest in the CRAB and H&LP programs he encountered while at the NACE conference. He reported good feedback on the County Roads brochure we put out. He is working on developing model agreements for vegetation control and for when a board chooses to legally divert for traffic policing. He is putting together a web overview of our just-completed County Engineer training, and is looking at the possibility of moving some of that training to

the web.

*Commissioner Carey commented on the NACE conference and expressed his support for our staff's involvement.*

#### **Maintenance Management – Standard of Good Practice Draft**

Mr. Pearson presented a proposal for a draft Standard of Good Practice for Maintenance Management and a plan for implementation. He will be working with Ms. Cruise to work on the legal language and begin the process to get the County Engineers input. He concluded that he will report back to the Board in July.

Mr. Weber asked Mr. Pearson if we would solicit both informal and formal comment opportunities by the engineers? Mr. Pearson concurred that that was an excellent idea. Mr. Olsen stated that by giving the engineers an opportunity to comment informally at an early stage it would increase the information available to the Board. *Mr. Whitbread stated that he agreed the engineers' and supervisors' input was crucial. He felt the intent should not create additional work for staff, and that it was important not to try to create a one-size-fits-all standard. Mr. Whitbread raised the question of how it ties into county funding?* Mr. Pearson stated that it would be required after December 31, 2008.

*Commissioner Lent commented that paperwork is tough to complete. She felt that the proposal would be well received as a performance measure this would address the citizens' desire to know that there was a value to the expenditures of the county.*

Mr. Weber raised the issue of funding. He stated that the legislature did not intend to not fund maintenance management, and we will be requesting funding in our budget package for the 2005-07 biennium. We will be asking on behalf of the counties that they increase funding and that maintenance be chargeable to CAPP. He agreed that maintenance management was not intended to be an additional burden on the counties. He stated that the ability to properly account for maintenance expenditures will be rewarded. He felt that we need to sell this to the legislature and then to the Road Supervisors.

*Mr. Burton asked when the proposal was planned to go out to the engineers for formal review?* Mr. Pearson stated that it was ready to go out within the month pending the Board's approval. *Mr. Burton stated that he would like to see the new Standard of Good Practice signed by the engineer as well as the legislative authority.* Mr. Pearson stated

that this form would be included on the annual certification form approved by the legislative authorities before being sent to CRAB.

Mr. Pearson concluded that he was pleased with the focus given to maintenance management at the NACE conference.

#### **RESOLUTION 2004-005 ANNUAL CERTIFICATION**

Mr. Weber proposed that we move forward with the annual certification due to time constraints, and let any individual county wishing to comment be given the opportunity at the July Board meeting. Vice-Chair Scheibe concurred.

Mr. Weber recommended that Certificates of Good Practice be issued to 36 counties and Conditional Certificates to three counties.

Ferry County – Mr. Weber reviewed the day labor reporting requirements. He stated that Ferry County did not meet those requirements. He does not feel that a member of the legislative authority needs to be required to attend the July Board meeting to explain the apparent violation. *Commissioner Carey questioned the letter sent by Ferry County, stating that it appeared to be a misunderstanding in interpretation of the regulations.* Mr. Weber said that Ferry County was going only by the statute and not by the WACs. Mr. Weber recommended that a Conditional Certificate be issued on the condition that this apparent violation be remedied within one year, by April 2005.

San Juan County – Mr. Weber noted that San Juan County has failed to demonstrate that the duties and responsibilities of the county engineer are being carried out by the engineer. Their job descriptions do not line up with their organizational chart. Mr. Weber recommended that a Conditional Certificate be issued on the condition that this apparent violation be remedied within one year, by April 2005.

King County – Mr. Weber stated that King County is a charter county and can take functions of any public official and reorganize their duties as long as it is in their county code. King County's code states that the engineers' duties shall be carried out by the county engineer, but that is not what is happening. King County is working on an amendment to their code. Mr. Weber recommended that a Conditional Certificate be issued on the condition that the code be amended within six months.

Commissioner Lent moved that we approve Resolution 2004-008, issuing a Conditional Certificate for San Juan County, seconded by Commissioner Burton. **Motion carried.**

Commissioner Lent moved that we approve Resolution 2004-007, issuing a Conditional Certificate for King County with the addition of the condition that they comply by October 21, 2004, seconded by Commissioner Carey. **Motion carried.**

Commissioner Carey moved that we approve Resolution 2004-006, issuing a Conditional Certificate for Ferry County, Commissioner Stanton seconded. **Motion carried.**

Commissioner Stanton moved that we approve Resolution 2004-005, issuing Certificates of

Good Practice to the remaining 36 counties, Commissioner Lent seconded. **Motion carried.**

Mr. Weber noted that he wanted the Board to understand that CRAB was not in any way denigrating the work of any of the people in the counties receiving Conditional Certifications. He informed the Board that CRAB has had past problems with King County's Road Log and that staff impressed on them the importance of correcting those problems. He stated that their Road Log for this year was greatly improved. He emphasized that the counties receiving the Conditional Certifications were working hard and doing a great job overall with limited resources.

*Commissioner Lent stated that it is critical that we uphold the integrity of our Board and remain qualified and professional by enforcing the regulations we are charged with.*

*Mr. Whitbread inquired as to whether the Road Levy is required to be submitted by February 1<sup>st</sup>. Ms. Cruise read the RCW stating the February 1 due date. The question was raised as to whether the date is also set in the WAC.*

*Mr. Carey brought up the special motorcycle signing issue, and inquired as to whether it has become null and void as funding has not been provided for by the due date. Mr. Weber stated that the issue bears looking into.*

Mr. Weber informed the Board that former Board Chairman Andy Rustemeyer has been admitted to Sacred Heart Hospital in Spokane for quadruple bypass surgery. He sent a floral arrangement for Mr. Rustemeyer in the name of the Board.

**Vice-Chair Scheibe recessed at 4:50 pm on April 29, 2004. The CRABoard meeting will resume April 30, 2004 at 9:00 A.M.**

**County Road Administration Board**  
**Friday, April 30, 2004**

**CALL TO ORDER**

The second day of the spring CRABoard meeting was called to order by Vice-Chair Scheibe at 9:00 AM on April 30, 2004.

**FEDERAL FUNDING BUYOUT**

Mr. King briefed the Board on the status of the program. *Mr. Whitbread asked if there would be fragmentation of the program?* Mr. King replied that if the potential solutions were reached, that should not be a problem. *Commissioner Lent asked if Mr. King saw the possibility of greater cooperation in his efforts with DOT?* Mr. King replied that he faced the usual problems of dealing with a large agency.

**WASHINGTON TRANSPORTATION PLAN (WTP)**

Mr. Olsen introduced Ms. Jennifer Ziegler of the Washington Transportation Commission. Mr. Olsen stated that staff has been asked by DOT to participate in the next WTP. They have asked the cities and counties to be more involved in the MPO/RTPO level and the Local Roads Task Force organized by H&LP. Mr. Olsen stated that the counties are in a good position for data reporting requirements and the fact that we assemble all of the data in one place can provide good information for this project.

The cities are having a more difficult time coordinating their information. We have worked on the systems preservation aspect and on safety, freight movement and efficiencies. Mr. Olsen noted that he feels that two-lane rural road safety will be a hot-button issue at the May meeting.

Mr. King emphasized the potential importance of this document as it has been the key for the WTC and DOT in developing their programs for the last decade. CRAB has not been involved until very recently. We have been given the opportunity to provide important data, but we need to have people ready, willing and able to supply information and accurately document the information. *Commissioner Lent stated that her citizens are very involved in county politics and have been told that the legislature handles the WTP. She stated that our being involved would be very positive.* Mr. Hart stated that this has been mentioned in his regional meetings and they are beginning to look at accident records on rural roads to add to the RAP program. *Mr. Whitbread stated that there is a data gap due to not all accidents being reported or properly recorded.* Mr. Olsen agreed that this is a valid issue. *Mr. Whitbread wondered if there were standard formulas to use to account for the unreported accidents as there are for Trip Reduction.* Mr. King stated that there are many county roads that are not up to current standards, and there is very limited research in the area of statistical analysis of rural road accidents, so no accurate statistics are available. *Commissioner Lent asked how many miles of rural roads we have.* Mr. Olsen replied that there are over 40,000. Mr. Hart stated that there isn't a process to collect that data uniformly in each county. Mr. Olsen asked Ms. Ziegler what the WTC's position was on the WTP. She stated that the WTC just went through an overview and will be having intensive workshops in May to go over the individual points and decide what they want and need. After November, they will move forward and begin to actually develop the plan.

### URBAN AREA UPDATE

Mr. Olsen reported that some county roads have become urban roads inside the urban growth area due to redistricting based on the 2000 Census. It has taken some time for us to get a compilation of the roads affected out to the counties but they do have it now. We are in the process of trying to move from CRIS to Mobility. CRIS has the capability to do these changes but Mobility does not. It has hampered the Road Log process. Mr. Zimmer said we have had to readjust some boundaries on county maps submitted that were incorrect. We have received the Road Logs from 37 counties.

### COUNTY ENGINEER VACANCIES

Mr. Olsen addressed the issue of Standards of Good Practice on this matter. He stated that we are looking at developing several "what if" lists on this and other issues and putting them on the website in order to assist counties in remaining compliant. *Commissioner Stanton remarked that some sections required all items to be checked off and some allowed either/or options. She suggested that we clarify this on the form. Mr. Whitbread asked if it would be appropriate to clarify what the requirements are and if the legislative authority is required to sign.* Mr. Weber stated that the legislative authority is required to immediately notify us of the vacancy and the steps they are taking to fill the position.

Mr. Weber stated that no one is sure how much of an increase will be proposed to the gas tax in the new biennium. He recommended that we ask for doubling the RAP and CAPP. He said our first priority is maintaining the roads we already have. We plan to ask for funding for a new program, a statewide program to identify county roads that are parallel to or augment state highways and to maintain and improve those in order to relieve some of the congestion on the state highway system. He stated that we will re-propose the bills we sponsored that failed in the last legislative session exactly as they were before. *Mr. Whitbread asked about going to a 2R or 3R for RAP.* Mr. Hart said that if we did additional WAC rules to address this, it may take up to six months to implement. If we simply go to the regions and assess the needs, it could happen in two months. *Mr. Whitbread wondered if it should be brought up in the next regional RAP meetings to see what the counties think.* Mr. Hart said he would do that.

Mr. Weber asked that the Board meet for a short Executive Session to discuss matters of personnel. Vice-Chair Scheibe excused the staff and guests.

At the conclusion of the Executive Session, Commissioner Carey moved and Commissioner Lent seconded to adjourn. **Motion carried.**

**Meeting adjourned at 10:25 am.**

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Chairman

ATTEST: \_\_\_\_\_